

**AD Budget Planning and
Human
Resources/ARL/R9/FWS/DOI**

12/19/2005 08:20 AM

To

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Subject Year End Reminders

This is a reminder to employees who have outstanding salary debts incurred in 2005. Repayment of those salary debts before the end of the calendar year will allow the Payroll Operations Division to recover from the taxing authority the amounts that were withheld from the original payment. If you do not repay the debt in 2005, outstanding bills will be increased by the amount of those federal, state and local taxes. Also, if you plan to repay any such debts in 2005, the Payroll Operations Division suggests that you make the repayment before December 21, 2005, to ensure that your Wage and Tax Report, Form W-2 reflects the repayment. Payments received after that date but not later than December 31 will likely require a corrected W-2.

If you have any questions concerning repayment of a debt you incurred during 2005, please contact the Payroll Information Line at 303-969-7732.